CHAPTER XII.

Brass Badges for Peons and Petty Officers.

227. *Brass Badges.*—Government have sanctioned the supply of brass badges on payment, required for peons and petty amaldars of the the Secretariat Departments and all other offices of the Government of Bombay. (Government Resolution, General Department, No. 6114, dated 29th May 1925.)

228. *Method of Supply.*—The indenting officer shall send a requisition by a letter to the Superintendent, Government Printing and Stationery, Bombay, with a correct description of the badge required. Badges for peons are not stocked by the stationery office. They are made to order according to the inscription received from the indenting officer. Local firms of manufacturers and Government Commercial Workshops in the Province are asked every year to quote for the badges and orders are placed with such manufacturers or workshops whose quotations are considered to be reasonable. An order in printed form is placed with the suppliers with instructions to forward the badge or badges with a bill of cost direct to the indenting officer and a copy of the order sent to the officer for information. The suppliers shall forward the badges ordered, by rail "to pay" or by post parcel with a bill and the indenting officer shall pay the whole cost from his office grant as expeditiously as possible.

229. *Careful examination of the Badges received.*—The badge or badges supplied should be carefully examined by the officer with the original inscription on record with him, before payment is made to the suppliers.

230. *Purchase of badges departmentally.*—In partial modification of these orders, Government have directed that brass badges required for peons and petty officers should be purchased locally where the head of the office is satisfied that he can obtain them at a rate cheaper than that at which the Superintendent, Government Printing and Stationery, can arrange to supply. (Government Resolution, General Department, No. 6114, dated 16th December 1926.)

231. *Badges for Bailiffs of the District and Subordinate Courts.*—The Superintendent, Government Printing and Stationery, is authorised to supply free of charge all badges required for the use of the bailiffs of the District and Subordinate Courts in the Province of Bombay and also for the bailiffs of the Small Causes Courts at Poona and Ahmedabad. (Government Resolution, Home Department, No. 7024/B, dated 26th June 1938.)

232. *Method of supply.*—The procedure adopted is similar to that followed in the case of brass badges for peons and petty officers. On making the supply of the badges ordered, the suppliers shall advise the indenting officer of the action taken or of the supply of the badges and shall obtain an acknowledgment from the officer for the badge or badges

supplied. The receiving officer shall examine the article received with the original specimen on his record before passing an acknowledgment to the firm of suppliers. On receipt of such an acknowledgment, the firm shall prepare a bill on the Superintendent, Government Printing and Stationery, Bombay, and forward same to that officer with the acknowledgment from the receiving officer. The bill will be paid from the Superintendent's grant and accounted for in the annual accounts of the stationery office.

233. *Shape of the Badges.*—(*a*) The Superintendent, Government Printing and Stationery, has, after consulting several officers, standardized the shape of badges for peons and petty officers. It is "oval" and made to suit the size of the shoulder belts supplied by the stationery office.

(*b*) The shape of the badges for the bailiffs of the district and subordinate courts and of the Courts of Small Causes at Poona and Ahmedabad, is rectangular of the size 2½" in length and these badges are meant for being pinned up to the coats with the hooks already provided with the badge.

234. Badges of any other shape are not supplied by the stationery office unless the indenting officer insists on such supply on reasonable grounds.

235. Badges for use with the waist leather belts are also supplied by the stationery office. The shape is generally square or rectangular and is made to suit the size of the Leather Belts in use.

236. *Correct supply by the stationery office.*—The indenting officer should forward with the requisition a correct inscription of the badge or badges required stating the shape and size, so as to be suitable in all respects for the leather belts in use.